



MEMORANDUM

To: Mayor and City Council

From: Graham Waters, City Administrative Officer

Cc: Department Heads
ACAO
Public

Re: March City Administrative Officer's Report

Date: April 13, 2015

Administration

- The Mayor's Proposed FY 2016 Budget was published and presented to the Council and resident of the City on March 31st. An electronic version of the Proposed Budget is on the City's website, and there are a limited number of copies available by request at City Hall.
- The City continues to work with the Marshall Craft, our Space Study contractor, on completing the Municipal Center Space Study. We met twice during the month of March, where city staff was interviewed about their departmental space in the Municipal Center. Meetings will continue in April and May, with a final presentation to the City Council in June.
- The Administration met with Mike Hunninghake of Sustainable Maryland, discussions took place around Community Supported Agriculture, grant opportunities for stormwater and solar, green improvements that can be made to parks, and the Sustainable Maryland Certified Program.
- The City is partnering with a CSA, or Community Supported Agriculture organization know as "5 A Day." The CSA is a subscription based "Farm to Consumer" service, where for approximately \$130/month, city residents can pick up a half-bushel of farm fresh, organically grown fruits and vegetables, grown on a farm in Beltsville, less than 15 miles away. For more information in participating, please contact Miranda Braatz at 301-459-6100, or mbraatz@newcarrolltonmd.gov
- Residents are reminded that the City is still taking registration for its Dog Park and Community Gardens. Please contact the city at 301-459-6100 or city@newcarrolltonmd.gov

- City administrative staff met with representatives of the Prince George's County Department of Permits, Inspections, and Enforcement (DPIE) to review our respective roles, ask questions, and become more familiar with DPIE operations.
- City staff met with a representative of the Maryland Department Housing and Community Development, to discuss refinancing some of the City's debt. There is a good potential for savings with lower interest rates.

Code Enforcement

- Attached is the report from Code Enforcement for the month of March. Attachment 1

City Clerk

- City Clerk Barber's focus has been working with the Board of Election to prepare for the upcoming City Election to be held on Monday, May 4, 2015. Candidate Registration closed on Friday, April 3, 2015, at 5:00 p.m. with seven candidates being certified by the Board of Elections.

Economic Development

- On March 10, 2015 Staff hosted the first New Carrollton Development Opportunity Tour and Networking Reception, providing an guided visitors experience to real estate professionals and businesses looking to expand to New Carrollton. The bus tour included 26 developers and businesses representing firms primarily interested in expanding retail, office and mixed-use projects.
- Following the tour, Staff have fielded inquiries from 2 developers interested in specific properties they saw during the tour.
- On March 13, 2015 Staff attended a day-long workshop hosted by Smart Growth America: "Revitalizing Downtowns and Regional Center for the Triple Bottom Line"
- On March 19, Staff attended a workshop sponsored by the Maryland Economic Development Association highlighting best practices and strategies for using federal New Market Tax Credits to fund the redevelopment of aging commercial properties in targeted urban areas.
- Staff has met with representatives from the County Executive's office regarding potential redevelopment of St. Christopher's church property.
- On March 24, Staff attended a presentation by the Maryland Department of Transportation and the State Highway Administration to learn about funding opportunities for bicycle safety improvements and transportation programs targeted to improving economic development.
- Staff met with 3 businesses seeking to move their businesses to New Carrollton.
- Staff have begun the planning and design phase for 2015 CDBG-funded improvements along Annapolis Road.

- Staff have launched a campaign to Bring Trader Joe's to New Carrollton. The campaign includes call for residents to contact Trader Joe's corporate headquarters and to follow the campaign's Facebook page: "Bring Trader Joe's to New Carrollton".

Finance and Accounting

- Monthly Budget Report: Attached is the FY2015 to FY2014 (MTD / YTD) July 1, 2014 – March 31, 2015 Budget Report
- The City completed its investment into Certificates of Deposit, the final amount invested is three million dollars, with an expected annual interest accumulation of approximately \$24,000. This represents a fivefold increase on what the City is currently earning on the entirety of its deposits.

Human Resources

- In late February we met with Benecon and received our benefits renewal rate for FY 16. The City received an increase of 17.8% of the FY 15 premium. It was decided that the City would not make any changes to the current plan or premium, but would make a few minor changes to the prescription plan. Changes to the prescription plan will not result in additional costs if managed properly.
- To make the employees aware of the decision and changes, we distributed memos on Tuesday, March 24th and held individual department meetings on Friday, March 27th. The meetings were positive and gave employees an opportunity to provide feedback to management.

Attachment_1_C.E. Report

Department of Code Enforcement

Monthly Activity Report

March, 2015

Statistics recorded for violations in the month of March for some of the major categories are as follows:

The Department issued 13 citation fines during the month.

7 building permits were issued and 2 violations were written for building without a permit.

A total of 55 vehicle violations were issued during the month of March.

There were 6 permits issued for storage containers.

Violations for failure to remove holiday lighting and decorations amounted to 18 thus far.

Code Enforcement Officers have removed in excess of 30 illegal signs, principally along the Rt.450 corridor.

The Capital Plaza Carnival has been the biggest violator.

The Department continued to maintain its scheduled inspections of single family dwellings, rental apartment units and condominiums.

Attachment_2_Monthly Financial Report

FEBRUARY, 2015

			CITY OF NEW CARROLLTON, MARYLAND FOR MONTH AND YTD ENDING FEBRUARY 28, 2015								
	ACTUAL Feb 14	ACTUAL Jul 13 -Feb 14	ACTUAL FY 14 (per audit)	Percent of full yr pd thru YTD		ACTUAL Feb 15	ACTUAL Jul 14 - Feb 15	AMENDED BUDGET FY 15	Percent of budget pd thru YTD		Actual FY 15-14 fav/(unfav)
STATEMENT OF REVENUES AND EXPENDITURES											
REVENUES											
Tax revenues	255,119	5,512,108	6,138,701	90%		249,009	5,523,603	6,083,051	91%		11,495
Other revenues	59,794	1,293,675	1,928,685	67%		65,957	1,332,676	1,640,500	81%		39,001
TOTAL REVENUES	314,913	6,805,783	8,067,386	84%		314,966	6,856,279	7,723,551	89%		50,496
Reserves and appropriations								1,731,706			
TOTAL REVENUES AND RESERVES	314,913	6,805,783	8,067,386	84%		314,966	6,856,279	9,455,257	73%		50,496
EXPENDITURES											
Personnel - General Government	127,544	856,867	1,284,889	67%		68,919	773,185	1,394,909	55%		83,682
Personnel - Public Safety	135,136	1,233,928	1,787,515	69%		121,968	1,300,256	2,060,510	63%		(66,328)
Personnel - Public Works	129,572	1,161,255	1,657,321	70%		108,830	1,144,728	1,934,804	59%		16,527
TOTAL PERSONNEL	392,252	3,252,050	4,729,725	69%		299,717	3,218,169	5,390,223	60%		33,881
Operations - General Government	53,419	437,955	631,219	69%		38,134	362,479	764,280	47%		75,476
Operations - Public Safety	28,520	202,596	328,403	62%		24,351	218,914	432,209	51%		(16,318)
Operations - Public Works	90,605	567,945	928,627	61%		60,977	575,776	1,078,200	53%		(7,831)
TOTAL OPERATIONS	172,544	1,208,496	1,888,249	64%		123,462	1,157,169	2,274,689	51%		51,327
Capital - General Government	7,313	60,199	87,018	69%		9,450	47,780	179,500			12,419
Capital - Public Safety	-	81,801	95,097	86%		82,343	106,759	153,950			(24,958)
Capital - Public Works	20,415	546,159	602,620	91%		1,205	123,100	501,817			423,059
TOTAL CAPITAL	27,728	688,159	784,735	88%		92,998	277,639	835,267			410,520
Weinbach scholarship		5,674	5,674	100%			2,000	4,500	44%		3,674
TOTAL EXPENDITURES	592,524	5,154,379	7,408,383	70%		516,177	4,654,977	7,500,953	62%		499,402
Reserves and appropriations								610,793			
TOTAL EXPENDITURES AND RESERVES	592,524	5,154,379	7,408,383	70%		516,177	4,654,977	9,115,472	51%		499,402
REVENUE OVER EXPENSES BEFORE FINANCING	(277,611)	1,651,404	659,003			(201,211)	2,201,302	339,785			549,898
Net financing costs	21,281	215,334	376,571	57%		21,281	187,532	339,785	55%		27,802
REVENUE OVER EXPENSES AFTER FINANCING	(298,892)	1,436,070	282,432			(222,492)	2,013,770	-			577,700

BENEFITS ANALYSIS								
			FULL YEAR					
	ACTUAL	PCT OF	ACTUAL	PCT OF		ACTUAL	PCT. OF	
	Jul 13 -Feb 14	WAGES	Jul 13-Jun 14	WAGES		Jul 14 - Feb 15	WAGES	
Detail of Personnel Costs:								
Wages	2,155,200		3,309,709			2,183,840		
FICA	160,312	7.4%	249,531	7.5%		160,807	7.4%	
Health & Life Insurance	489,402	22.7%	635,995	19.2%		536,137	24.6%	
Less: Employee Contribution						(78,734)	-3.6%	
Employee Assistance Program	3,500	0.2%	3,500	0.1%		4,030	0.2%	
Workman's Comp	116,268	5.4%	184,083	5.6%		96,091	4.4%	
Retirement & Pension	315,352	14.6%	320,928	9.7%		307,859	14.1%	
TOTAL BENEFITS	1,084,834	50.3%	1,394,037	42.1%		1,026,190	47.0%	
TOTAL PAYROLL AND BENEFITS	3,240,034		4,703,746			3,210,030		

CASH AND INVESTMENTS SUMMARY								
Feb-14						Feb-15		
Cash Balance:								
TD Bank General	436,845					58,227		
TD Bank Payroll	71,713					115,845		
Suntrust Speed Camera	338,591					319,616		
Petty Cash	500					500		
TD Bank Money Market	221,691					226,707		
PNC MD Pool General	8,495,307					9,668,483		
PNC MD Pool Cable TV	230,534					303,857		
PNC MD Pool Global Signal	477,287					477,514		
PNC MD Pool Weinbach Scholarship	47,852					45,224		
TOTAL CASH	10,320,320					11,215,972		
Fidelity CD's								
TOTAL CASH & INVESTMENT	10,320,320					11,215,972		

MARCH, 2015

CITY OF NEW CARROLLTON, MARYLAND FOR MONTH AND YTD ENDING March 31, 2015										
	ACTUAL Mar 14	ACTUAL Jul 13 -Mar 14	ACTUAL FY 14 (per audit)	Percent of full yr pd thru YTD		ACTUAL Mar 15	ACTUAL Jul 14 - Mar 15	AMENDED BUDGET FY 15	Percent of budget pd thru YTD	Actual FY 15-14 fav/(unfav)
STATEMENT OF REVENUES AND EXPENDITURES										
REVENUES										
Tax revenues	59,822	5,571,932	6,138,701	91%		52,607	5,576,207	6,083,051	92%	4,275
Other revenues	171,003	1,464,679	1,928,685	76%		90,841	1,423,517	1,640,500	87%	(41,162)
TOTAL REVENUES	230,825	7,036,611	8,067,386	87%		143,448	6,999,724	7,723,551	91%	(36,887)
Reserves and appropriations								1,731,706		
TOTAL REVENUES AND RESERVES	230,825	7,036,611	8,067,386	87%		143,448	6,999,724	9,455,257	74%	(36,887)
EXPENDITURES										
Personnel - General Government	82,845	939,714	1,284,889	73%		99,844	873,011	1,394,909	63%	66,703
Personnel - Public Safety	107,690	1,341,615	1,787,515	75%		155,494	1,455,746	2,060,510	71%	(114,131)
Personnel - Public Works	113,844	1,275,102	1,657,321	77%		156,564	1,301,291	1,934,804	67%	(26,189)
TOTAL PERSONNEL	304,379	3,556,431	4,729,725	75%		411,902	3,630,048	5,390,223	67%	(73,617)
Operations - General Government	41,407	479,361	631,219	76%		46,886	409,364	764,280	54%	69,997
Operations - Public Safety	22,433	225,027	328,403	69%		24,766	243,678	432,209	56%	(18,651)
Operations - Public Works	55,847	623,795	928,627	67%		87,512	663,291	1,078,200	62%	(39,496)
TOTAL OPERATIONS	119,687	1,328,183	1,888,249	70%		159,164	1,316,333	2,274,689	58%	11,850
Capital - General Government	11,295	71,493	87,018	82%		48,421	96,201	179,500		(24,708)
Capital - Public Safety	9,395	91,194	95,097	96%		456	107,214	153,950		(16,020)
Capital - Public Works	-	546,159	602,620	91%		(30)	123,070	501,817		423,089
TOTAL CAPITAL	20,690	708,846	784,735	90%		48,847	326,485	835,267		382,361
Weinbach scholarship	-	5,674	5,674	100%		-	2,000	4,500	44%	3,674
TOTAL EXPENDITURES	444,756	5,599,134	7,408,383	76%		619,913	5,274,866	7,500,953	70%	324,268
Reserves and appropriations								610,793		
TOTAL EXPENDITURES AND RESERVES	444,756	5,599,134	7,408,383	76%		619,913	5,274,866	9,115,472	58%	324,268
REVENUE OVER EXPENSES BEFORE FINANCING	(213,931)	1,437,477	659,003			(476,465)	1,724,858	339,785		287,381
Net financing costs	27,722	243,057	376,571	65%		21,281	208,814	339,785	61%	34,243
REVENUE OVER EXPENSES AFTER FINANCING	(241,653)	1,194,420	282,432			(497,746)	1,516,044	-		321,624

BENEFITS ANALYSIS							
			FULL YEAR				
	ACTUAL	PCT OF	ACTUAL	PCT OF		ACTUAL	PCT. OF
	Jul 13 -Mar 14	WAGES	Jul 13-Jun 14	WAGES		Jul 14 - Mar 15	WAGES
Detail of Personnel Costs:							
Wages	2,417,914		3,309,709			2,448,938	
FICA	179,745	7.4%	249,531	7.5%		180,305	7.4%
Health & Life Insurance	508,629	21.0%	635,995	19.2%		670,995	27.4%
Less: Employee Contribution						(87,047)	-3.6%
Employee Assistance Program	3,500	0.1%	3,500	0.1%		4,030	0.2%
Workman's Comp	116,268	4.8%	184,083	5.6%		96,091	3.9%
Retirement & Pension	318,159	13.2%	320,928	9.7%		307,859	12.6%
TOTAL BENEFITS	1,126,301	46.6%	1,394,037	42.1%		1,172,233	47.9%
TOTAL PAYROLL AND BENEFITS	3,544,215		4,703,746			3,621,171	

CASH AND INVESTMENTS SUMMARY							
		Mar-14				Mar-15	
Cash Balance:							
TD Bank General		319,176				84,237	
TD Bank Payroll		28,364				134,307	
Suntrust Speed Camera		350,125				338,677	
Petty Cash		500				500	
TD Bank Money Market		222,746				226,723	
PNC MD Pool General		8,393,314				6,604,270	
PNC MD Pool Cable TV		230,545				303,871	
PNC MD Pool Global Signal		477,309				21	
PNC MD Pool Weinbach Scholarship		47,854				45,226	
TOTAL CASH		10,069,934				7,737,832	
Fidelity CD's						3,000,000	
TOTAL CASH & INVESTMENT		10,069,934				10,737,832	